

II-A Requesting Standard Reports

Standard reports are requested using the Request Standard Reports screen (Command **G.3**) and the Report Selection Options screens. Standard reports can be included in a report group, which is useful if the same reports with the same report options are requested on a regular basis. A report group is established using the List of Report Groups screen (Command **G.5**). Both of these CALSTARS Main Menu items are discussed in this chapter. A discussion of the special report request process is also included toward the end of the chapter. A special report request is submitted if reports are lost or are no longer available through the standard report request process.

A diagram of the standard and report group request process is shown in Exhibit II-A-1.

REQUEST STANDARD REPORTS - COMMAND G.3

The Request Standard Reports screen displays a list of all standard requestable reports. The example below includes 2 requests of the G01 report and 1 request of the H06 report.

```
9990 G.3: Request Standard Reports                                03-13-2002 09:31 AM

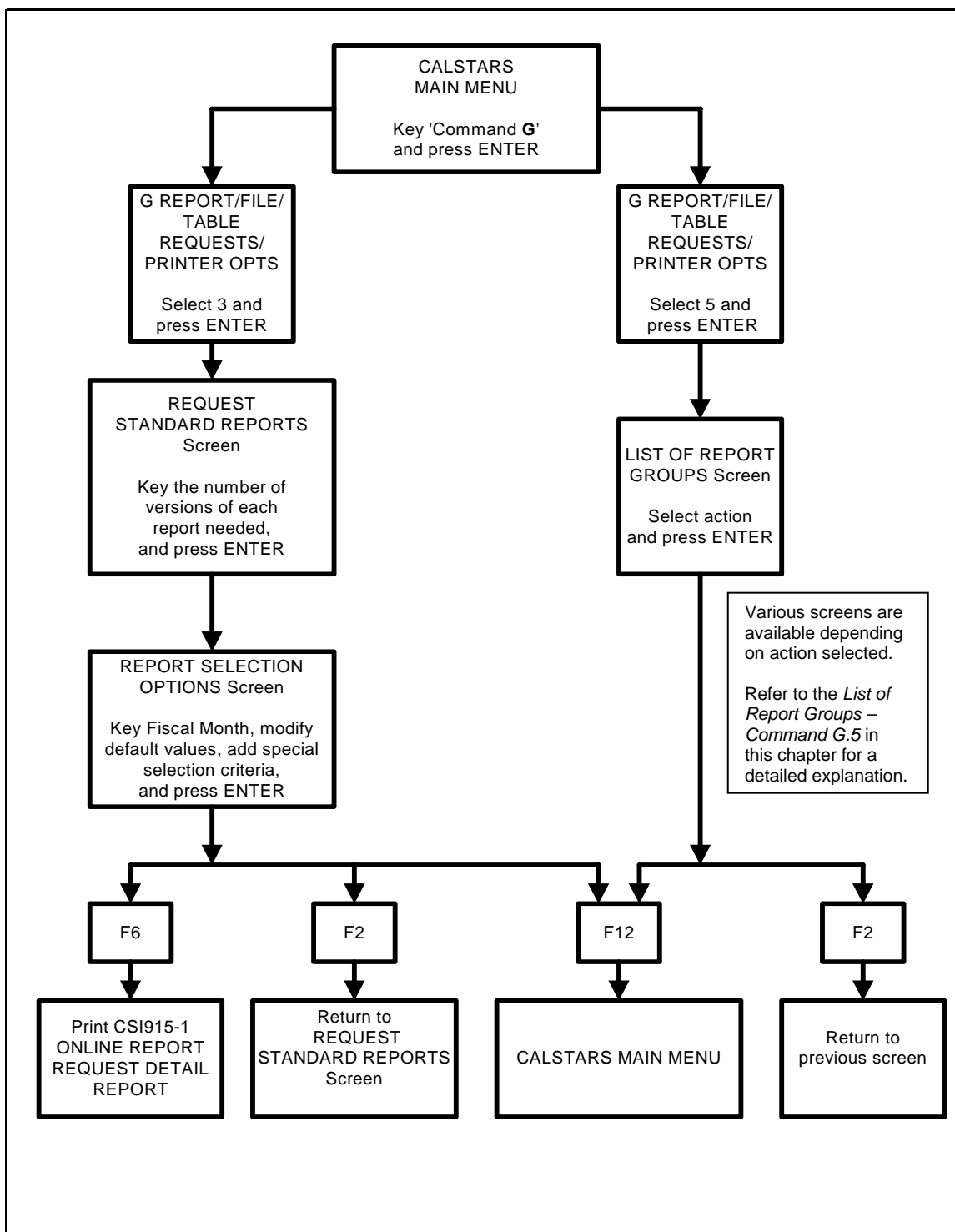
Specify the number of versions for each report and press ENTER

  _ A02  _ A03  _ B03  _ B04  _ B06  _ C01  _ C02
  _ DB1  _ DB2  _ D01  _ D02  _ D03  _ D04  _ D05  _ D06  _ D07  _ 1 D08
  _ D09  _ D10  _ D11  _ D12  _ D13  _ D14  _ D15  _ D16  _ D17  _ 1 D18
  _ ET1  _ ET2  _ E01  _ E02  _ F01  _ F05
  2 G01  _ G02  _ G03  _ G04  _ G05
  _ HB4  _ HB5  _ HD1  _ HG1  _ HP1
  _ H00  _ H01  _ H02  _ H03  _ H04  _ H05  _ 1 H06  _ H07  _ H08  _ H09
  _ H1A  _ H10  _ H11  _ H12  _ H13
  _ I01  _ K01  _ L01  _ L02  _ N10  _ N11  _ N20  _ P01  _ P02
  _ Q01  _ Q04  _ Q10  _ Q11  _ Q12  _ Q13  _ Q14  _ Q16  _ Q18  _ Q19
  _ Q21  _ Q22  _ Q23  _ Q24  _ Q25  _ Q26  _ Q27  _ Q28  _ Q29  _ Q32
  _ Q33  _ Q34  _ Q35  _ Q36  _ Q37  _ Q38  _ Q42  _ Q43  _ Q50  _ Q51
  _ R01  _ S01  _ U01  _ X01  _ X02  _ X03  _ Y01  _ REF

Total Request Versions:          Total Report Requests:
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          RpGrp                      Clear                      Main
```

When Enter is pressed, the Report Selection Options Screen 1 is displayed if there are no online errors. The Report Selection Options screen displays one line for each report and the options available for each report. Additional selection options are available on Screen 2 by using the F=10 and F=11 navigational keys. Both screens, displayed on page II-A-3, reflect 2 requests of the G01 report and 1 request of the H06 report.

EXHIBIT II-A-1



9990 Report Selection Options - Screen 1

03-11-2002 02:13 PM

MORE=>

Enter under F below: (D=Delete)

RPT	<PERIOD>	<DETAIL>	<=SELECT=>	<=INDEX=>	<==PCA==>
F ID G	FM P	I P O F	FUND GLAN	<==OUTPUT DEST==>	FROM TO FROM TO
G01	??	M	0 0 0 1	A1	
G01	??	M	0 0 0 1	A1	
H06	??		1 0 0 1	A1	

Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrtn Quit RFrsh Print Bkwrld Frwrd Left Right Main

R75 -INVALID FISCAL MONTH

9990 Report Selection Options - Screen 2

03-11-2002 02:28 PM

<=MORE

Enter under F below: (D=Delete)

RPT	<PERIOD>	<DETAIL>	<OBJ DTL>	REPORT	REQUESTOR
F ID	FM P	I P O F	FROM TO	FFY	PROJ WP
G01	??	M	0 0 0 1		
G01	??	M	0 0 0 1		
H06	??		1 0 0 1		

Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrtn Quit RFrsh Print Bkwrld Frwrd Left Right Main

R75 -INVALID FISCAL MONTH

Note that help is available for both screens. Refer to the Function Keys section for further discussion of the F1=Help function.

The Request Standard Reports Screen

The Request Standard Reports Screen (**G.3**) has 2 count fields, 'Total Request Versions' and 'Total Report Requests'. If reports have not been requested for the current process day when accessing this screen, both fields are blank. If reports

have been previously requested on that day or when returning to the Request Standard Reports screen from the Report Selection Options Screen, totals are displayed. The numbers displayed in these fields may change based on data keyed on the Report Selection Options screens. To understand these fields, it is important to know the meaning of the following terms:

Request Version – is defined as a report request that has a unique level of detail or options. Each unique request counts as one version. A report request is unique if no others exist with the same Report ID, Fiscal Month, Period, I, P, O, F, Fund, GLAN, or any other selection option (except Output Destination).

Examples:

A D16 report requested for only one General Ledger (GL) is a different report version than a D16 requested without specifying a GL.

An HB4 report requested at Fund Detail level is a different report version than the same HB4 requested at Fund level.

Duplicate Version – is defined as a report version that has the same level of detail and options as a previously requested report version or, in simpler terms, a copy. A copy of a report will not increase the count in the Total Request Versions field. On the Report Selection Options screens, the original version of a report request is displayed in green. All subsequent copies are displayed in white.

Total Report Requests – is defined as the total number of reports requested, which includes all report versions and copies. The 'Total Report Requests' may exceed the 'Total Request Versions'. If copies exist, the counts will not equal.

For the Report Selection Options screen in the example shown above, the Request Standard Reports Screen would display 'Total Request Versions' = 2 and the 'Total Report Requests' = 3.

Requesting Standard Reports

The number of report versions desired is keyed on the Request Standard Reports Screen in the space to the left of each report ID, e.g. 3Q16. If the tab key skips over a report ID, the report request authority has not been given for that report. When a report cannot be requested, the color of the report ID is light blue and the yellow line to the left of the report ID is missing. The report request authority is controlled by CALSTARS through each agency's Report Request Table.

Note the following when using the Request Standard Reports Screen:

- ⊕ Up to 9 report versions of a report may be requested at the same time.
- ⊕ The sum of all the report versions on the screen may not exceed 100. If the maximum is exceeded, an error message is displayed. The report versions must be decreased. For information on how to make changes on either of the report request screens, refer to the *Making Subsequent Changes on the Report Request Screens* section in this chapter.

The Report Selection Options Screen

When the Report Selection Options screen is accessed, some fields are pre-filled with default values and some fields are blank. Default values differ because report options vary between reports. The screen is formatted as follows:

- ✱ Fields that **may be** modified are displayed and **underlined** in yellow.
- ✱ Fields containing data that **cannot** be modified are displayed in green and are **not underlined**, i.e., Report ID, Userid.
- ✱ Fields that do not allow data input are **not underlined**.

To request a change from a statewide default value to the agency's choice, refer to the *Changing The Default Report Selection Options Screen Settings* section in this chapter.

Note the following when using the Report Selection Options Screen:

- ✱ The data entered in the selection option fields must be the correct field length and must not contain special characters or spaces (i.e., FFY must be 4 digits and numeric).
- ✱ Use of selection options (Index through Project/WP) does not alter the sort sequence of a report.

The selection option fields on the Report Selection Options screen is listed in the table below. A more detailed discussion of each field follows.

DATA ELEMENTS	DESCRIPTION
F	D = DELETE: Deletes the report request. The report is removed immediately.
RPT ID	Identifies the report requested. The Report ID cannot be changed.
G	A 'G' designates that a report was requested from a report group.
PERIOD FM P	Fiscal Month of the data. Must always be specified. On some reports, Period qualifies the Fiscal Month or provides a wider range of selection options.
DETAIL I – P – O – F	Identifies the level of detail for Index (organization), Program, Object and Fund displayed in the report.
FUND	On some reports, limits the report to one fund.
GENERAL LEDGER ACCOUNT NUMBER (GLAN)	On some reports, limits the report to one GL account or a group of accounts.

DATA ELEMENTS (Continued)	DESCRIPTION (Continued)
OUTPUT DEST	Specifies output to a printer or other report media and number of report copies. Up to 6 output destinations may be selected, but a destination cannot be used more than once per request line; i.e., one A1 entry for one report line.
INDEX FROM - TO	Enter an Index or a range of Indexes to be selected or leave blank.
PCA FROM - TO	Enter a PCA or a range of PCAs to be selected or leave blank.
OBJ DTL FROM - TO	Enter one Object Detail Code or a range of Object Detail Codes to be selected or leave blank.
FFY	Enter one FFY to be selected or leave blank.
PROJ	Enter one Project or leave blank.
WP	Enter one Work Phase to be selected (00 is acceptable) or leave blank.
REPORT GROUP ID	System provided only for Group Report requests.
REQUESTOR USER ID	System provided for individual and group requests.

REPORT REQUEST OPTIONS

The report request options available for each report are typically based on the purpose of the report and the CALSTARS file(s) used to prepare the report. To view the options for a specific report, refer to the appropriate chapter in this volume for detailed information or to the CALSTARS Report Request Table Reference Card (Ref Card) for a quick reference. For more information about the Ref Card, refer to the Ref Card section at the end of this chapter.

Report Period - Fiscal Month (FM)

The Report Period FM options are **CM**, **PM**, **PY**, **01-13**, or **nn**, where **nn** represents the last two digits of a Funding Fiscal Year. It is necessary to key the desired FM over the ?? value that automatically appears in the "**FM**" column.

Current Month (CM) - includes financial data through the day the report is requested

Prior Month (PM) - includes financial data through the end of the prior fiscal month

Prior Year (PY) - includes financial data through the end of the prior fiscal year, including FM 13 activity. PY reports can be requested until Year-end Close process begins.

Fiscal Month (01-13) – The Operating File maintains accounting activity by fiscal month (FM01-13). This gives agencies the ability to request most Q reports for a prior fiscal month at any time during the fiscal year, even if that prior month is closed.

If the report is for either the prior or current month, option **PM** or **CM** should be used for processing efficiency.

NOTE: FM 13 transactions are only available between June 30th and the date an agency runs the Year-end Close process (YEC).

Select One FFY (00-99) – generates a report for a specific FFY. The I01 and R01 are examples of reports that can be requested with this option.

Report Period - Period (P)

The Report Period – **P** option is used to specify various options depending upon the report. Some examples are shown below.

- ✧ FFY(s) can be specified by keying **C** for current FFY only, **P** for all Prior FFYs or **Blank** for all FFYs.
- ✧ For reports that include a "Beginning Balance" (GL File, Cash Control File and Subsidiary File), the reporting period is defined as follows:
 - Y = Annual Activity:** Beginning balances are as of the beginning of the fiscal year, or
 - M = Monthly Activity:** Beginning balances are as of the beginning of the fiscal month.
- ✧ The Funding Fiscal Year can be excluded (**E**) or included (**I**) from the sort key on the B03 and B04 reports. This feature is useful to properly display continuing or multi-year appropriations.
- ✧ Vendor Type can be specified for the X01 Report, Alphabetic List of Vendor Edit Table, and X02 Report, Vendor Edit Table by Vendor Number.
- ✧ Labor Reports can be limited to Generator (**G**) or Adjustment (**A**). (**Blank** = all transactions)
- ✧ Records can be selected for monthly reconciliation reports (DB2 and H02) by specifying **B** for balanced records, **U** for unbalanced records or **Blank** for all records.
- ✧ Records can be selected by Vendor Type on the D07 by specifying **I** for Individual/Sole Proprietor or **Blank** for all records.

For additional information, refer to the specific report in this volume.

Level of Detail (I-P-O-F)

Financial reports can be requested at many levels of detail. The most common Level of Detail options for most reports are presented in the chart below. The available options are dependent upon the report.

Value	Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0	No Organization	No Program	No Object <i>or</i> No Source	No Fund
1	Section	Program	Category <i>or</i> Source	Fund
2	Sub-Section	Element	Object <i>or</i> Agency Source	Fund Detail
3	Unit	Component	Object Detail	Project
4	Sub-Unit	Task	Agency Object	Fund after Prog/Org
5	Sub-Sub-Unit	PCA Number		Fund Detail after Prog/Org
6	Index			Fund & Reference
7				Fund Detail & Reference
8				Fund & Reference after Prog
9				Fund Detail & Ref after Prog

The Level of Detail fields are also used for special purposes, e.g., selecting specific registers when requesting the H00 Transaction Registers Report. Refer to the specific report chapter in this volume for detailed information.

Fund

The Fund field can be used to limit a report to one Fund on some reports. Key the 4-digit UCM Fund code in the Fund field or leave **Blank** to include all funds.

General Ledger (GL)

The GL field on some reports can be used to limit the report to one GL or to specify a section of the report, an Enactment Year, or a group of GLs. Key the 4-digit GLAN or the appropriate value in the GLAN field.

Output Destination

The 'Output Dest' field consists of two bytes and is used to specify the media type, (microfiche, laser print, etc.) or destination (agency printer) of a report.

Key one of the codes described below (A, D, E, F, H, L, M, N, or R) in the first space. Key a number between 1 and 9 in the second space. For some media types this number is used to request more than one copy of the report. For example, to receive 3 copies of the same report at an agency printer, **A3** is keyed in the Output Destination field.

If the default Output Destination does not display the desired output, it can be changed by over-keying the existing values. Up to six Output Destinations may be

specified for each report version, but duplicate Destination codes cannot be entered on the same report request line.

A = Agency Printer (Overnight processing)

When **A** is keyed, a report is sent to an agency printer after the CALSTARS overnight processing cycle is finished. Up to three copies of a report can be printed for most reports by specifying A1, A2, or A3 in the Output Destination. Some reports are limited to 1 copy. The reports are printed on standard computer paper or 12" x 8½" continuous paper-Laser reduced size.

D = Data File (Overnight processing)

When **D1** is keyed, a data file (electronic data set) of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished. A **D1** file includes the current day's input activity and is available the next morning. The data set can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

E = Electronic Storage (Overnight processing)

When **E1** is keyed, CALSTARS standard reports are created as zipped-compressed data sets for long-term storage and downloading. Refer to Chapter II-C, Data Files, in this volume for more information about **E1** files.

F = File (Same day processing)

When **F1** is keyed, the creation of a report data file is initiated as soon as **Enter** is pressed. The **F1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The data set can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **F1** reports, key all desired selection criteria prior to pressing the **Enter** key.

H = Headquarters – (Overnight processing)

When **H1** is keyed, the report is printed on the agency printer at the designated Headquarters Office, which is typically at a different location. Only one copy is allowed. If more copies are desired, the agency or headquarters printer can be reset or backspaced to reprint.

L = Laser (Overnight processing)

When **L** is keyed, a report is printed at HHSDC on 12" x 8½" continuous paper. Up to 9 copies per day can be requested.

M = Microfiche - (Overnight processing)

When **M** is keyed, a report is stored on microfiche and sent to the agency. Up to 9 copies per day can be requested.

N = 'Now' Agency Printer - (Same day processing)

When **N1** is entered, a report is immediately initiated for printing at the agency. A report data file is also created and available for three days. The **N1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report data file can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **N1** reports, key all desired selection criteria prior to pressing the **Enter** key. Note that if **N1** and **F1** are entered on the same request line, an online error message is displayed on the bottom of the screen.

R = Remote Job Entry (RJE) - (Overnight processing)

A report is printed at a predetermined location established by the agency. Up to 9 copies per day can be requested. This is only available to agencies that have alternate locations for printing separate from CALSTARS.

Index/PCA/Object Detail/Project/Work Phase

These field options give agencies the ability to streamline their standard reports to specific values or range of values. Agencies can enter an approximate range for the Index, PCA, and Object Detail without entering the actual table value. For example, an Index range of 0001 to 2000 may be keyed although the first valid Index is 1005. When entering ranges, the only requirements are:

- 1) The first value entered in the range must be greater than zero.
- 2) The value entered in the FROM field must be less than the value entered in the TO field.

The Project and Work Phase fields can be keyed independently or together. If a Project is keyed without a Work Phase, all Work Phases within the Project are selected. If a Work Phase is keyed without a Project, all Projects with the Work Phase are selected. If both a Project and a Work Phase are keyed, only the specified Project and Work Phase are selected.

When the Report Selection Options screen is completed, pressing the **Enter** key causes the screen to be edited. If no errors are detected, the message '121-REPORT REQUEST (S) ACCEPTED FOR PROCESSING' is displayed at the bottom of the screen.

There are no relational edits between the Level of Detail (IPOF) and the selection options requested. Therefore, a report may be ordered at a higher level than the additional selection options requested. For example, a report may be requested at the Section level (I=1) with a specific Index range as a selection option. The report will process at the Section level, but will contain only information for the selected

Index range (which may be less than the total Indexes in that Section). The Index numbers will not appear in the body of the report since the overall report was ordered at a higher level.

IDENTIFICATION FIELDS

In addition to the options previously discussed, both a Report Group ID and a Requestor User ID are displayed to the right of the report options on screen 2. The Report Group ID identifies the name of the report group and is present only if the request was initiated through a Report Group. The Requestor User ID identifies the individual requesting a report or submitting a report group.

Making Subsequent Changes On The Report Request Screens

Report requests or versions can be changed, deleted, increased, or decreased anytime during the day prior to nightly processing. Only online requests (**N1** and **F1** Output Destination Codes) are immediately processed when the Enter key is pressed.

To **change** a report version:

To change a report version, over-key the appropriate field(s) on the Report Selection Options Screen, and press **Enter**. If an **N1** or **F1** report has already been received and another report version is needed that day, agencies may do either of the following:

- Delete the request and order another report version, or

- Modify the options, key a **1** over the * in the Destination Code field on the Report Selection Options Screen, and press **Enter**

To **add** report versions:

To increase the number of report versions, key the total desired number of versions (original and new) to the left of the Report Number on the **G.3**, Request Standard Reports screen. Press Enter, complete the Report Selection Options screen, and press Enter.

To **delete** a report version:

To delete a report request, key a D in the F action column to the left of the appropriate report on the Report Selection Options screen.

To **increase/decrease** copies:

To increase or decrease the number of copies, over-key the number in the Output Destination Code (up to the allowable maximum) on the Report Selection Options screen.

Errors Detected During the Report Request Process

If errors are detected when requesting reports, the erroneous fields are highlighted in red. The error code(s) and a corresponding message(s) are also highlighted in red at the bottom of the screen. Because of space limitations, a maximum of three errors display on the screen at a time. To correct errors, over-key the incorrect information and press **Enter**.

If the number of copies in the Output Destination Code field exceeds the limit, the field exceeding the limit is highlighted in red. The error message, 'RR7-COPIES EXCEED MAXIMUM', is displayed at the bottom of the screen. The number of copies requested must be reduced before continuing. Refer to the Ref Card for the Output Destination limits.

If the total number of report versions exceed the limit of 100, the Requestor User ID may be referenced to help agencies determine which report requests get priority. When the reports with less priority are identified, they may be deleted or the requested copies decreased.

Refer to the *CALSTARS Procedures Manual*, Volume 4, for the complete listing of error codes and messages.

Multiple Users When Using Request Standard Reports Screen

Occasionally more than one person may simultaneously use the Request Standard Reports Screen. When this occurs, messages are issued so each person is aware of the actions of the other person.

The following situations can occur when one person, Employee 1, is working on the Request Standard Reports Screen and Employee 2 does the following:

★ Adds a report

Employee 1 is unaware of added reports until the **F5** – Refresh key is pressed or the **F2** – Return key is selected.

★ Changes report option(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue and are locked. The message, '321 –BLUE REPORTS CHANGED BY OTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. Changes made by Employee 1 continue to display until the **F5** key is pressed. At that time, the changes made by Employee 2 are shown. The changes made by Employee 1 to reports that were changed by Employee 2 are lost. Changes by Employee 1 to other reports not altered by Employee 2 are accepted.

★ Deletes a report(s)

The next time Employee 1 presses **Enter**, the report line(s) that was deleted by Employee 2 is displayed in green and is locked. An **X** is shown to the left of the deleted report line(s) in the "F" column. The message, '320 –X=REPORT DELETED BY ANOTHER USER; MUST USE **F5** TO SEE CHANGES & CONTINUE', is displayed. When the **F5** – Refresh key is pressed, the deleted line(s) is removed and all other changes are shown.

✦ Changes and Deletes a report(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue. The deleted report line(s) is displayed in green, and an X is displayed to the left of the deleted report line(s) in the "F" column. The message, '322 –BLUE RPTS CHANGED & X=DELETED BY ANOTHER USER; MUST USE **F5** TO CONTINUE', is displayed at the bottom of the screen. Press **F5** to continue your activity.

Note that if Employee 1 is making changes, the same results and messages occur on Employee 2's screen.

Pressing the **F5** – Refresh key shows employees the current version of all requests. The **F5** key can be used at any time, not only when a message is displayed.

NOTE: If changes are made, press the **Enter** key prior to pressing the **F5** key.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for clearing the screen, and sometimes for unique purposes. The following F keys are available for the Request Standard Reports and/or Report Selection Options screens:

F1=Help—The following online help is available:

- ✦ Text information provides additional information about a screen and its functions. When the **F1** key is pressed, a popup menu displays the various Help subjects available. Key the appropriate menu number in the Code field for the desired subject and press **Enter**. Press the **F2** key to end Help and return to the previous screen.

F2=Retrn (Return) — Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5= The following two functions are available for the **F5** key.

RptGrp — Displays the **G.5** List of Report Groups screen.

RFrsh — Displays the most current Report Request File information

F6=Print — Prints the CSI915-1, Online Report Request Detail Report, when pressed from the Report Selection Options screen.

F7=Bkwrđ (Backward)—Go to the previous record (page of records) in the screen's sort sequence.

F8=Frwrđ (Forward)—Go to the next record (page of records) within the screen's sort sequence.

F9=Clear—Erases all keyed fields.

F10=Left —Go to the left to display additional record information.

F11=Right—Go to the right to display additional record information.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

Reports on Microfiche

Microfiche output generally can be requested for any Standard report. By default the following Standard reports are typically designated for production on microfiche; however, the Output Destination for these reports can be changed to any destination other than Laser:

Standard Reports

- ✧ CSTARHG1 - General Ledger Analysis Report
- ✧ CSTARHP1 - Project Transaction Analysis Report
- ✧ CSTARH00 - Transaction Registers
- ✧ CSTARH01 - Index Transaction Analysis Report
- ✧ CSTARH09 - History File Expenditure Records Supporting Q12 Report
- ✧ CSTARH1A - PCA Transaction Analysis Report
- ✧ CSTARH10 - History file Expenditure Records Supporting Q16 Report
- ✧ CSTARH13 - History Expend. Records Including Project Supporting Q16
- ✧ CSTARU01 - Vendor Payment Detail Report

These reports are displayed with **M1** in the 'Dest Code' column on the Ref Card.

Changing the Default Report Selection Options Screen Settings

All requested reports are initially displayed on the Report Selection Options Screen with default values in some of the option fields. The default settings can be changed to the agency's choice rather than the statewide default values. An agency may request changes by completing the CALSTARS 90, Report Request Table Change Form, shown in Exhibit II-A-2. All requested changes must conform to the limitations

shown on the Ref Card. For example, some reports may only be requested with Destination Code **M1**. Refer to the individual report descriptions in Chapter III for the available Level of Detail options.

The Report Request Table Change Form is also used to add or delete reports that are not in general use, i.e., Q04.

The completed forms should be forwarded to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

Once the change(s) has been implemented, the new default values will automatically appear on the Report Selection Options Screen when the report is requested. Requests forms that are e-mailed will receive an e-mail reply when the changes are completed.

NOTE: The default changes will not affect reports that are already part of report groups. The default change will appear for new groups that are created and **G.3** report requests.

If more than fourteen report options need to be modified, the forms may be clipped together.

EXHIBIT II-A-2

DEPARTMENT OF FINANCE CALSTARS REPORT REQUEST TABLE CHANGE CALSTARS 090 (REV 04/01) <i>This request makes permanent changes to the Report Request Table as displayed in Main Menu Command G.3, Report Request Detail Screen. Any of the default values may be overridden on the request screen.</i>		TO: CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov																																																																	
ORGANIZATION			ORG CODE																																																																
SUBMITTED BY		DATE SUBMITTED	PHONE NUMBER																																																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REPORT ID</th> <th style="text-align: center;">PERIOD P</th> <th style="text-align: center;">LEVEL OF DETAIL I P O F</th> <th style="text-align: left;">DESTINATION CODES</th> </tr> </thead> <tbody> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> </tbody> </table>				REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —
REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES																																																																
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FOR CALSTARS USE ONLY																																																																			
CHANGES MADE BY	DATE	SIGNATURE																																																																	

Report Request Activity Reports

The CSB915-1 and CSI915-1 reports include a listing of all report request activity. This includes original and duplicate report requests. The activity reports are described below.

CSI915-1, Online Report Request Detail Report

The CSI915-1, which is generated immediately, provides the status of all the current day's report request activity as of the time it is requested. The report is initiated when the **F6** key is pressed from the Report Selection Options screen and displays an 'AS OF' processing time following the report title. When the **F6** print request is submitted for processing, the message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The report is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. To access the BPRT report queue, go to Command **G.4** – Printer Control Options. Start (**S**) the printer for Report Class **Z**, Report ID **BPRT**.

A sample of the report is displayed in Exhibit II-A-3. The CSI915-1 report is also created as a dataset (**one day** retention period). The report is named:

CSxxxx.CSI915-1.RPTREQ.Dcyymmdd.Thhmmss

CSB915-1, Daily Report Request Detail Report

The CSB915-1 is an overnight report that provides the status of the previous day's report request activity. The Report Selection Options Screen as it looks at the end of the processing day, typically 6:00 PM on production days, is used to process this over-night report. The CSB915-1 can be used as a checklist to verify that reports requested the previous day were received.

The CSB915-1, which displays the same information fields as the CSI915-1 report, is sent to the agency's IEUP printer queue.

The CSB915-1 report is also available as a dataset (**D1**). To receive this report as a dataset, send a request to:

E-mail calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

Requests that are e-mailed will receive an e-mail reply when changes are complete

NOTE: Reports noted with ERROR under the Status field are **not** processed.

EXHIBIT II-A-3

[illegible]

Use F6 from the Report Selection Options Screen to print this report.

This report is routed to your agency printer BPRT queue.

NOTE: The word ERROR in the STATUS column means the report has an error and will not be processed. Return to the G.3 or G.5 screen to make needed corrections

LIST OF REPORT GROUPS - COMMAND G.5

This feature gives agencies the option of establishing a specific group of reports that can be submitted as a group at one time. Reports in the group can be customized by activity, units or individuals and saved for future use. A report group can include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. Report groups save agencies time by eliminating repetitive keying and by reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

The List of Report Groups screen displays a list of established Report Groups. A sample of the screen is shown below. If report groups have not been previously established, the List of Report Groups screen is empty.

```

9990 G.5: List of Report Groups                                03-08-2002 05:14 PM

Submit Group for Processing: _____ Go To Report Group: _____
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

  REPORT                                     <===LAST UPDATED===>      LAST
  F  GROUP ID                               USER ID      DATE      SUBMITTED
  -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  _  PM-ALL-1      FINAL PM REPORTS-DAY 1      CSCSDDP      12-07-2001      01-17-2002
  _  PM-ALL-2      FINAL PM REPORTS-DAY 2      CSCSDDP      12-07-2001
  _  PM-BANK       LAURA'S REPORTS FOR BANK REC  CSCWW2       02-04-2002      01-17-2002
  _  PM-ORF        TINA'S REVOLVING FUND REPORTS  CSCSDDP      12-07-2001      12-07-2001
  _  PM-PFA        JIM'S REPORTS TO DO THE PFAS  CSCWW2       02-04-2002      12-07-2001
  _  PM-SCO REC    GL UNIT'S REPORTS FOR SCO REC  CSCWW2       02-06-2002      12-07-2001
  _  Q16-PROG20    CM Q16 FOR PROGRAM 20 ONLY      CSCSDDP      12-07-2001
  _  Q16-PROG30    CM Q16 FOR PROGRAM 30 ONLY      CSCSDDP      12-07-2001      12-07-2001

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                        Bkwrd Frwrd                        Main

```

A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

```

9990 G.5: List of Report Groups                                03-27-2002 04:08 PM

Submit Group for Processing:                                Go To Report Group:
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                      (Y=Copy Group)

      REPORT                                     <===LAST UPDATED===>      LAST
F  GROUP ID                                TITLE                USER ID      DATE      SUBMITTED
-  -----                                -
_  PM-ALL-1    FINAL PM REPORTS-DAY 1      CSCWW        03-27-2002

List of Report Groups Help

      CODE      AVAILABLE OPTIONS

          1  Overview
          2  Functions
          3  PF Keys

CODE:

Please select a Code and Enter, or Press PF2 to Cancel

```

FUNCTIONS FOR THE LIST OF REPORT GROUPS SCREEN:

A – Add New Group

To add a new report group, enter an **A** in the Function field on the List of Report Groups screen and press **Enter**. The Report Group screen is shown below.

```

9990 Report Group                                            03-08-2002 05:51 PM

Function: A  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: _____ (Required)
TITLE           : _____
DESCRIPTION     : _____
                _____
                _____
                _____

Last Updated by: User Id: _____ Date: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear      Main
Enter information to be added

```

The **A** in the Function field is green, indicating that it cannot be changed.

Complete the on the screen as follows:

Report Group ID – Enter up to 10 characters as a report group name. The Report Group ID appears on the Report Selection Options – Screen 2, on the Report Group List, and on detail reports.

Title – Enter up to 30 characters or leave blank.

Description – Enter up to 5 lines of 50 characters or leave blank.

The Title and Description fields can contain any combination of alpha-numeric characters including special characters and spaces.

Pressing **Enter** after completing the required fields displays a Request Standard Report screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed below.

```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                ADD REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
- A02 - A03 - B03 - B04 - B06 - C01 - C02 - D06 - D07 - D08
- DB1 - DB2 - D01 - D02 - D03 - D04 - D05 - D15 - D16 - D17 - D18
- D09 - D10 - D11 - D12 - D13 - D14 - D15 - D16 - D17 - D18
- ET1 - ET2 - E01 - E02 - F01 - F05
- G01 - G02 - G03 - G04 - G05
- HB4 - HB5 - HD1 - HG1 - HP1
- H00 - H01 - H02 - H03 - H04 - H05 - H06 - H07 - H08 - H09
- H1A - H10 - H11 - H12 - H13
- I01 - K01 - L01 - L02 - N10 - N11 - N20 - P01 - P02
- QC1 - Q04 - Q10 - Q11 - Q12 - Q13 - Q14 - Q16 - Q18 - Q19
- Q21 - Q22 - Q23 - Q24 - Q25 - Q26 - Q27 - Q28 - Q29 - Q32
- Q33 - Q34 - Q35 - Q36 - Q37 - Q38 - Q42 - Q43 - Q50 - Q51
- R01 - S01 - U01 - X01 - X02 - X03 - Y01 - REF

Total Request Versions:          Total Report Requests:
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main
Enter changes

```

The methodology for requesting standard reports previously discussed in the *Request Standard Reports Screen* section of this chapter also applies to this screen. After selecting the reports for the new report group, press **Enter** to display the following Report Selection Options screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed below.

```

9990 Report Selection Options - Screen 1                                03-11-2002 08:45 AM
                                                                MORE=>
                                ADD REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=> <===PCA===>
  F ID  G   FM   P   I P O F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
  ---- -   -   -   -   -   -   -   -   -   -   -   -   -   -   -
- B04   ??   I   0 0 0 1  _____  _____  A1  _____  _____
- DB1   ??   I   0 0 0 1  _____  _____  A1  _____  _____
- DB2   ??   -   0 0 0 0  _____  _____  A1  _____  _____
- D02   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D03   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D04   ??   -   0 0 0 0  _____  _____  A1  _____  _____
- D05   ??   -   0 0 0 0  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
- D06   ??   -   0 0 0 1  _____  _____  A1  _____  _____
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwrds Clear Left  Right Main

```

Navigation between Screen 1 and Screen 2 is done by pressing the F10 (left) key and the F11 (right) key.

Replace the “??” in the FM column with the appropriate FM values and add any other changes to the selection criteria as discussed in the *Report Selection Options Screen* section earlier in this chapter. Pressing the **Enter** key causes the entire screen to be edited. If no errors are detected, the message '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN' is displayed at the bottom of the screen.

To print a listing of all the reports included in the report group, press the **F6** – Print key. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The CSI914-2 report, 'Report Group Detail Report', is created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes.

P – Print Group List

To print a listing of all the report groups and the reports within each group, key a **P** in the Function field on the List of Report Groups Screen (**G.5**) and press **Enter**. A CSI914-1 report, 'Report Group List Report', is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-4 for an example of this report.

EXHIBIT II-A-4

```

CSI914-1 9990 (DEST: A1 CTP2) *****
                                CALSTARS
03/11/2003 (06:00) *****
REPORT
GROUP ID      TITLE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>  <OBJ DTL>
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1
A02 PM      0 1 0 0      A1 M3 L3
A02 PM      0 2 0 0      A3 M2 L1 D1 H1
A02 PM      0 3 0 0      A3 M2 L1 D1 H1
A02 PM      1 0 0 0      A3 M2 L1 D1 H1
A02 PM      2 0 0 0      A3 M2 L1 D1 H1
A02 PM      3 0 0 0      A3 M2 L1 D1 H1
A02 PM      4 0 0 0      A3 M2 L1 D1 H1
A02 PM      5 0 0 0      A3 M2 L1 D1 H1
A02 PM      6 0 0 0      A1 M2 L1 D1 H1
B03 CM  I    0 0 0 1      A1
B03 PM  I    0 0 0 1      A2 H1
B03 PY  I    0 0 0 1      A3 H1
B04 CM  E    0 0 0 1      H1 A1

                                *****
                                DEPARTMENT OF AIR QUALITY
                                REPORT GROUP LIST
                                REPORT
                                *****
                                ORG NUMBER:  9990
                                ORG PAGE:    1
                                RUN PAGE:    1
                                <===LAST UPDATE===>  LAST SUBMIT
                                USERID      DATE      DATE
-----
CSCS99P  03-10-2003  05-20-2002

```

C – Change

To make a change to a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **C** in the "F" column to the left of the Report Group ID to be modified and press **Enter** to display the Report Group Screen as shown below. Make any desired modifications to the Title and Description.

```

9990 Report Group                                03-08-2002 06:00 PM

Function: C  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1
DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 12-07-2001

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear          Main
Enter changes

```

Note that the Report Group ID is green and cannot be changed. Press **Enter** to display the Request Standard Report Screen.

Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen as shown below. Make any desired modifications to the Request Standard Report Screen.


```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                CHANGE REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
  A02   A03   B03   1 B04   B06   C01   C02
  1 DB1  1 DB2  - D01  1 D02  1 D03  1 D04  1 D05  7 D06  - D07  1 D08
  - D09  - D10  - D11  - D12  - D13  - D14  - D15  1 D16  - D17  - D18
  ET1   ET2   E01   E02   F01   F05
  2 G01  - G02  2 G03  - G04  - G05
  1 HB4  - HB5  1 HD1  1 HG1  - HP1
  1 H00  - H01  - H02  1 H03  1 H04  1 H05  1 H06  - H07  1 H08  - H09
  - H1A  - H10  1 H11  - H12  - H13
  - I01  - K01  1 L01  - L02  - N10  - N20  - P01  - P02
  - QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  1 Q16  - Q18  - Q19
  1 Q21  1 Q22  - Q23  - Q24  1 Q25  - Q26  1 Q27  - Q28  - Q29  - Q32
  - Q33  - Q34  2 Q35  - Q36  - Q37  - Q42  - Q43  - Q50  - Q51
  - R01  2 S01  - U01  - X01  - X02  - X03  - Y01  - REF

Total Request Versions: 40      Total Report Requests: 40
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main
Enter changes

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN', displays at the bottom of the screen. See the samples below.

```

9990 Report Selection Options - Screen 1                    1-2002 08:45 AM

                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
- - - - -
  B04  PM  I  0  0  0  1  - - - - -  A1  - - - - -
  DB1  PM  -  0  0  0  1  - - - - -  A1  - - - - -
  DB2  PM  -  0  0  0  0  - - - - -  A1  - - - - -
  D02  PM  -  0  0  0  1  - - - - -  A1  - - - - -
  D03  PM  -  0  0  0  1  - - - - -  A1  - - - - -
  D04  PM  -  0  0  0  0  - - - - -  A1  - - - - -
  D05  PM  -  0  0  0  0  - - - - -  A1  - - - - -
  D06  PM  -  0  0  0  1  - - - - -  A1  - - - - -
  D06  PM  -  0  0  0  1  - - - - -  1311 A1  - - - - -
  D06  PM  -  0  0  0  1  - - - - -  1312 A1  - - - - -
  D06  PM  -  0  0  0  1  - - - - -  3020 A1  - - - - -

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      RFrsh Print Bkwrd Frwrd Clear Left  Right Main

```

```

9990 Report Selection Options - Screen 2                                03-11-2002 09:34 AM
                                                                    <=MORE
                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL><OBJ DTL>                                REPORT REQUESTOR
F ID  FM  P  I  P  O  F  FROM TO  FFY  PROJ  WP  GROUP ID  USER ID
-----
- B04  PM  I  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- DB1  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- DB2  PM  -  0  0  0  0  -----  -----  -----  -----  CSCSDDP
- D02  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D03  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D04  PM  -  0  0  0  0  -----  -----  -----  -----  CSCSDDP
- D05  PM  -  0  0  0  0  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
- D06  PM  -  0  0  0  1  -----  -----  -----  -----  CSCSDDP
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit          RFrsh Print Bkwrdr Frwrdr Clear Left  Right Main
340-REPORT GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN

```

To rename a Report Group, use the **Y**=Copy Group function to create a new report group. Enter the new name and then delete the old report group.

D – Delete

To delete a report group(s), go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **D** in the "F" column to the left of the Report Group ID (s) to be deleted and press **Enter** to display the Report Group Screen. See sample below.

```

9990 Report Group                                                    03-11-2002 10:01 AM

Function: D  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-2
TITLE           : FINAL PM REPORTS-DAY 2

DESCRIPTION     : ADDITIONAL SET OF HISTORY REPORTS TO REQUEST FOR
                  THE PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED.

Last Updated by: User Id: CSCSDDP    Date: 12-07-2001

          ACTION  C O N F I R M A T I O N

          DELETION of report group

          Press PF4 to confirm; PF2 to cancel

```

To delete the report group (s), select the **F4** key. To cancel the deletion, select the **F2** key. After selecting **F4**, the message, '331 –GROUP SUCCESSFULLY DELETED; PRESS **F2** TO CONTINUE/RETURN', is shown at the bottom of the

screen. If more than one report group was marked for deletion, select the **F2**-NxGRP key to navigate to the next report group to be deleted.

Note that the delete function accessed via Command **G.5**, List of Report Groups, can only delete a report group. To delete a report from a report group, use the change function on **G.5**, List of Report Groups Screen. To delete a report that has been submitted and accepted for processing as part of a report group, access the Report Selection Options Screen via Command **G.3**, Request Standard Reports. The report(s) must be deleted prior to nightly processing.

P – Print Detail

On the List of Report Groups Screen (**G.5**), key Function **P** in the "F" column (to the left of the Report Group ID) to print a CSI914-2 report, Report Group Detail Report. This report prints the Report Group ID and all the reports within the selected report group. A CSI914-2 report will be created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-5 for an example of this report.

S – Submit

To submit one or more report groups for processing from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **S** in the "F" column to the left of the Report Group ID(s).

Press **Enter** to display the Report Group Screen. The message '342-PRESS ENTER TO SUBMIT GROUP; OR PRESS PF2 TO CANCEL' appears at the bottom of the screen. See sample below.

```

9990 Report Group                                03-28-2002 01:59 PM

Function: S  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1

DESCRIPTION      : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED

Last Updated by: User Id: CSWBPRT      Date: 03-27-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                Main
342-PRESS ENTER TO SUBMIT; OR PRESS F2 TO CONTINUE.
```

After pressing **Enter**, the message '335-GROUP SUCCESSFULLY SUBMITTED. PRESS F2 TO CONTINUE', displays at the bottom of the screen.

EXHIBIT II-A-5

```

CSI914-2 9990 (DEST: A1 CTP2) *****
                                CALSTARS
02/06/2002 (14:07) *****
REPORT
GROUP ID
                                DEPARTMENT OF AIR QUALITY
                                REPORT GROUP DETAIL
                                REPORT
                                *****
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1
                                <==LAST UPDATE==>
                                LAST SUBMIT
                                DATE
-----
RPT <PERIOD> <DETAIL> <==SELECT==>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX= <==PCA== <OBJ DTL>
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1  FIRST SET OF REPORTS TO REQUEST FOR THE  CSWBPRT  03-26-2002  03-18-2002
                                PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                                A1
B04  PM  I   0  0  0  1  A1
DB1  PM   0  0  0  1  A1
DB2  PM   0  0  0  0  A1
D02  PM   0  0  0  1  A1
D03  PM   0  0  0  1  A1
D04  PM   0  0  0  0  A1
D05  PM   0  0  0  0  A1
D06  PM   0  0  0  1  A1
D06  PM   0  0  0  1  1311 A1
D06  PM   0  0  0  1  1312 A1
D06  PM   0  0  0  1  1313 A1
D06  PM   0  0  0  1  1319 A1

```

NOTE: The word ERROR in the STATUS column designates a report with errors. Groups containing reports with errors cannot be submitted.

V – View

To view one or more report groups from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **V** in the "F" column to the left of the Report Group ID(s) on the List of Report Groups screen. Press **Enter** to display the Report Group screen as shown below.

```

9990 Report Group                                03-11-2002 01:03 PM

Function: V  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-BANK
TITLE           : LAURA'S REPORTS FOR BANK REC

DESCRIPTION      : GIVE THESE REPORTS TO LAURA TO DO THE MONTHLY BANK
                  RECONCILIATION.

Last Updated by: User Id: CSCWW2      Date: 02-04-2002

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                               Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Request Standard Report Screen. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See sample below.

```

9990 Request Standard Report                      03-11-2002 01:56 PM

VIEW REPORT GROUP: PM-BANK

- A02  - A03  - B03  - B04  - B06  - C01  - C02  - D06  - D07  - D08
- DB1  - DB2  - D01  - D02  - D03  - D04  - D05  - D16  - D17  - D18
- D09  - D10  - D11  - D12  - D13  - D14  - D15  - F05
- ET1  - ET2  - E01  - E02  - F01
2 G01  - G02  - G03  - G04  - G05
- HB4  - HB5  - HD1  - HG1  - HP1
- H00  - H01  - H02  - H03  - H04  - H05  - 1 H06  - H07  - H08  - H09
- H1A  - H10  - H11  - H12  - H13
- I01  - K01  - L01  - L02  - N10  - N11  - N20  - P01  - P02
- QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  - Q16  - Q18  - Q19
- Q21  - Q22  - Q23  - Q24  - Q25  - Q26  - Q27  - Q28  - Q29  - Q32
- Q33  - Q34  - Q35  - Q36  - Q37  - Q38  - Q42  - Q43  - Q50  - Q51
- R01  - S01  - U01  - X01  - X02  - X03  - Y01  - REF

Total Request Versions: 3      Total Report Requests: 3
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                               Clear      Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See sample below.

```

9990 Report Selection Options - Screen 1                                03-11-2002 02:13 PM
                                                                    MORE=>
                                VIEW REPORT GROUP: PM-BANK

  RPT  <PERIOD> <DETAIL> <=SELECT=>
  F ID G  FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
  ---- -  --  -   - - - -  ----  ----  -- - - - - - - - - - - - - - - -
  _ G01  PM  M   0 0 0 1  _____ 1110  A1  _ _ _ _ _ _ _ _ _ _
  _ G01  PM  M   0 0 0 1  _____ 1130  A1  _ _ _ _ _ _ _ _ _ _
  _ H06  PM   1 0 0 1  _____  _____  A1  _ _ _ _ _ _ _ _ _ _

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit              Print Bkwr  Frwr  Left  Right Main

```

Note that all fields are green on all screens within the View Function. A green field indicates that nothing can be changed.

Y – Copy Group

To copy a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **Y** in the "F" column to the left of the Report Group ID to be copied. Press **Enter** to display the Report Group Screen. See sample below.

```

9990 Report Group                                                    03-11-2002 02:35 PM

Function: Y  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ORF      (New Report Group ID required)
TITLE           : TINA'S REV FUND REIMB REPORTS
DESCRIPTION     : REPORTS FOR TINA TO DO THE RECONCILIATION OF THE
                  OFFICE REVOLVING FUND Reimbursement.
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 03-11-2002

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit              Clear              Main
341-ENTER INFORMATION TO BE UPDATED

```

Key a **new** Report Group ID, make any necessary changes to the Title and Description, and press **Enter** to display the Request Standard Report Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNNN to NNNNNNNNN' is displayed on the 3rd line of the screen. See sample below.

```

9990 Request Standard Report
03-28-2002 03:08 PM

Copy Report Group from PM-ORF TO PM-ORF-2
Specify the number of versions for each report and press ENTER
  A02   A03   B03   B04   B06   C01   C02
 1 DB1   DB2   D01   D02   D03   D04   D05   D06   D07   D08
  D09   D10   D11   D12   D13   D14   D15   D16   D17   D18
  ET1   ET2   E01   E02   F01   F05
  G01   G02   G03   G04   G05
  HB4   HB5   HD1   HG1   HP1
  H00   H01   H02   H03   H04   H05   H06   H07   H08   H09
  H1A   H10   H11   H12   H13
  I01   K01   L01   L02   N10   N11   N20   P01   P02
  QC1   Q04   Q10   Q11   Q12   Q13   Q14   Q16   Q18   Q19
  Q21   Q22   Q23   Q24   Q25   Q26   Q27   Q28   Q29   Q32
  Q33   Q34   Q35   Q36   Q37   Q38   Q42   Q43   Q50   Q51
  R01   S01   U01   X01   X02   X03   Y01   REF

Total Request Versions: 3      Total Report Requests: 3
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main

```

Make any desired modifications to the Request Standard Report Screen and press **Enter** to display the Report Selection Options Screen. Note that 'COPY REPORT GROUP FROM *NNNNNNNN* to *NNNNNNNN*' is displayed on the 3rd line of the screen.

Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED' appears on the bottom of the screen. See samples below.

```

9990 Report Selection Options - Screen 1                                03-28-2002 03:16 PM

                                Copy Report Group from PM-ORF    TO PM-ORF-2
Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=>  <===PCA===>
F ID  G  FM  P   I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
- --- -  -  -   -  -  -  -  ----  ----  - - - - - - - - - -  ----  ----  ----  ----
  B04   CM   I   0  0  0  1  _____  A1  _ _ _ _ _ _ _ _
  B04   PM   I   0  0  0  1  _____  A1  _ _ _ _ _ _ _ _
  B06   PM   -   0  0  0  1  _____  A1  _ _ _ _ _ _ _ _
  DB1   PM   -   0  0  0  1  _____  A1  _ _ _ _ _ _ _ _

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                RFrsh Print Bkwrд Frwrд Clear Left  Right Main
340-GROUP SUCCESSFULLY UPDATED

```

Multiple Users When Using List of Report Groups Screen

It is strongly recommended that no more than one person at a time access a report group. The messages previously described in the *Multiple Users When Using Request Standard Reports Screen* section of this chapter also display when more than one person works at the same time in the **G.5** List of Report Groups process. In addition, the following messages may be issued:

- ✪ 323 –REPORT REQUESTS CHANGED IN ANOTHER SESSION; PRESS ENTER TO CONTINUE.
- ✪ INTERVENING MODIFICATION, PLEASE TRY AGAIN.
- ✪ ATTEMPTED TO UPDATE/DELETE GROUP THAT WAS NOT IN HOLD STATUS.

When these messages occur, it is recommended that the **F2** key be pressed to exit the function. Determine what changes are required for the report group and have one individual make the changes.

SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to ensure that all reports are requested and received before the end of the fiscal month. Occasionally, however, reports are lost or are no longer available through the standard report request process. If so, agencies may submit a Special Report Request Form, CALSTARS 92, to request the reports. The Special Report Request Form may also be used when an agency wants a long-term electronic storage file (E1) printed on their agency printer or other medium. The CALSTARS 92 form is displayed in Exhibit II-A-6.

Note: Each agency should designate one person to submit all special report requests.

Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

As workload permits, requests are filled in the following order:

1. Reports needed for monthly reconciliations or to solve production problems;
2. Reports needed by Management, including auditors; or,

3. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report. For example, reports listed as **M1** on the Ref Card cannot be special-requested as **Ln**.

System Generated Reports may be special-requested only on Microfiche or Agency Print and are *only available for a few days* following report generation (temporary files), e.g., Cost Allocation, Labor Generator).

Due to the cumulative nature of the N10, N11 and U01 reports, they are not available through the special request process.

Agencies are billed for the cost of producing these reports. The billing is included on the monthly invoice from the DTS and is clearly identifiable.

The following instructions apply to CALSTARS 92:

Output	List the number of copies of each output media requested. Reports listed as M1 on the Ref Card cannot be special-requested as Ln .
Report ID or Name	List the specific ID or name of the report requested. Please, only one report request on each form.
Report FY	Show Fiscal Year (2005-2006 is shown as FY 05).
Fiscal Month	Fiscal Month (not calendar month; March is shown as FM 09).
Period	Several options are available. Refer to the current Ref Card or to the specific report description in Volume 6.
Level-of-detail	Specify desired levels of detail (I-P-O-F), or fill with zeros (0000), as appropriate.
E1 Files	If the report requested exists as a long-term electronic storage (E1) file, note ' From E1 File ' in the section titled ' Explain why the report was not ordered through the normal request process '.

If the form is not completed correctly, it will delay the processing of the request.

EXHIBIT II-A-6

DEPARTMENT OF FINANCE CALSTARS SPECIAL REPORT REQUEST CALSTARS 092 (REV 03/03)					TO: CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov				
REQUESTING AGENCY					CONTACT PERSON				
TELEPHONE NO.		EXTENSION		DATE OF REQUEST		SIGNATURE / TITLE OF ACCOUNTING OFFICE CHIEF			
REPORT NEEDED FOR: (Check one)					OUTPUT: (Check one or enter number of copies wanted for M, L or P)				
Agency Reconciliation	Solve Production Problem	Management Reports	Other ^{1/}	Agency Printer (A)	Microfiche (M)	Laser 12 x 8½ (L)	RJE (R)	Report Data Set (D)	File Copy ^{2/}
^{1/} Explain/describe if "Other" indicated, above.				^{2/} Specify the File (AP, DF, CC, etc.) and the period for the File.					
Explain why the report was not ordered through the normal request process.									
REPORT ID or NAME (enter only one)			ORG CODE		INSTRUCTIONS: Refer to the CALSTARS Procedures Manual Vol. 6 and/or the Report Request Ref Card for completing the items below. Coding errors may cause your report to be delayed and/or cost more to process.				
REPORT FY (Ex. 02 = 2002/03)	FISCAL MONTH (FM) (Ex. 01=July)		PERIOD ^{3/} (P)	LEVEL OF DETAIL I P O F				FUND ^{3/}	GENERAL LEDGER (GLA) ^{3/}
^{3/} Complete these items only if allowed/appropriate for the REPORT ID indicated above.									
ROUTE REPORT TO: (check one)					(or) MAIL REPORT TO:				
Courier Service to Agency	Agency Pickup	CALSTARS Analyst							

CALSTARS USE ONLY		
ANALYST APPROVAL	DATE (YYMMDD)	REQUEST NUMBER
COMPLETED BY	DATE (YYMMDD)	

CALSTARS REF CARD

The Ref Card is a standard CALSTARS report that can be requested through the Request Standard Reports screen. A Ref Card should be ordered whenever changes are made to reports to ensure the most current information is available when ordering standard reports.

The Ref Card displays the available report options for each standard report, as well as the ROPES report queues for standard reports, system generated reports, and external reports. System generated reports and external reports are displayed on the last page of the Ref Card. Note that the report names for system generated reports are sometimes listed in ranges, e.g., CFB533-1 – CFB535-1.

The available Output Destinations for standard reports are represented by codes, which are displayed in the 'Dest Code' column of the Ref Card. For example, code **A1** represents agency print only; and **&&** represents all print options available. The complete list of codes are defined in the Destination Codes section on the Ref Card.

An example of the Ref Card is displayed in Exhibit II-A-7.

EXHIBIT II-A-7

CALSTARS REPORT REQUEST TABLE REFERENCE CARD				05/18/06		-PERIOD-		--LEVEL OF		DETAIL--					
ID	REPORT TITLES	-FM-	P	INDX	PGM	OBJ	FUND	-OPTIONAL	SELECTION-	DEST	ROPES				
		A	E	I	P	O/S	F	FUND	GLA	FFY	PRJ/WP	CODE	GROUP		
		=	=	===	===	===	===	=====	=====	===	=====	=====	=====		
A02	ALLOTMENT STATUS BY PROGRAM & ORGANIZATION & OBJECT	A	L	FFY	0-6	0-5	0-4	0-2	N/A	GL6		&&	RAA1		
A03	ALLOTMENT STATUS BY OBJECT & ORGANIZATION	A	L	FFY	1-6	N/A	0-4	0-2	N/A	GL6		&&	RAA1		
B03	APPROPRIATION CONTROL ACCOUNT REPORT	A	L	I;E	0-1	N/A	N/A	1-2	NNNN	N/A		&&	RBB1		
B04	DETAIL REPORT OF APPROPRIATION STATUS	A	L	I;E	0-1	N/A	N/A	1-2	NNNN	N/A		&&	RBB1		
B06	FINAL BUDGET REPORT	A	L	FFY	0-1	N/A	N/A	1-2	NNNN	GL6		&&	RBB1		
C01	STATEMENT OF CASH POSITION FOR ALL NON-SHARED FUNDS	A	L	Y;M	0-1	N/A	N/A	1-2	N/A	N/A		&&	RCC1		
C02	FEDERAL AUTHORIZATION AND CASH TRACKING REPORT - 44 ACCOUNT	A	L	Y;M	0-1	N/A	N/A	N/A	N/A	N/A		&&	RCC1		
DB1	SCO RECONCILIATION REPORT	A	L		0-1	N/A	N/A	1-2	NNNN	N/A		&&	RDD1		
DB2	SCO/CALSTARS MONTHLY RECONCILIATION REPORT	L	L	B;U	0-6	N/A	N/A	N/A	NNNN	ENY		&&	RDD1		
DB3	AUTOMATED SCO YEAR-END REPORT	K	K	T;N	N/A	N/A	N/A	N/A	NNNN	ENY		&&	RDD1		
D01	DOCUMENT REPORT OF ENCUMBRANCES & OBLIGATIONS & PAYABLES	A	L		0-1#	0-2#	N/A#	1-2	NNNN	GL1	Y	Y	&&	RDD2	
D02	AGED REVOLVING FUND ADVANCES	A	L		0-1	0-1	N/A	1-2	N/A	GL9		&&	RDD2		
D03	ACCOUNTS RECEIVABLE AGING	A	L		0-1	0-2	N/A	1-2	NNNN	GL2	Y	Y	&&	RDD2	
D04	RECEIVABLE STATUS REPORT	A	L		0-1#	0-2#	N/A#	0-2	NNNN	GL2	Y	Y	&&	RDD2	
D05	DOCUMENT REPORT OF CLAIMS FILED	A	L		0-1	N/A	N/A	0-2	NNNN	N/A		&&	RDD2		
D06	DOCUMENT REPORT BY APPROPRIATION	A	L		N/A#	N/A#	N/A#	1-2	NNNN	NNNN	Y	Y	&&	RDD2	
D07	YEAR-END DOCUMENT FILE REPORT OF ENCUMBRANCES (GLAN 6150)	A	L	V	0-1#	N/A#	N/A#	0-1	NNNN	N/A	Y	Y	&&	RDD2	
D08	OFFICE REVOLVING FUND STATUS REPORT	A	L		0-1	0-1	N/A	1-2	N/A	GL8		&&	RDD2		
D09	DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCT & DOCUMENT NUM	A	L		0-1#	0-1#	N/A#	0-3	NNNN	NNNN	Y	Y	&&	RDD2	
D10	DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCOUNT AND OBJECT	A	L		0-1#	0-1#	N/A#	0-3	NNNN	NNNN	Y	Y	&&	RDD2	
D11	REPORT OF DOCUMENT FILE RECORDS WITH AN ABNORMAL BALANCE	A	L		0-1#	0-2#	N/A#	1-2	NNNN	NNNN	Y	Y	&&	RDD2	
D12	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q12 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	&&	RDD2		
D13	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	&&	RDD2		
D14	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q19 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	Y	&&	RDD2	
D15	ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q18 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	Y	&&	RDD2	
D16	DOCUMENT REPORT FOR SCO RECONCILIATION	A	L		0-1#	N/A#	N/A#	1-2	NNNN	NNNN	Y	Y	&&	RDD1	
D17	DOCUMENT REPORT BY PROJECT & GL	A	L		N/A#	N/A#	N/A#	0-2	NNNN	NNNN	Y	Y	&&	RDD2	
D18	ENCUMBRANCES OF CONTINUING APPROPRIATIONS	A	L		0-1	N/A	N/A	1-2	NNNN	N/A		&&	RDD1		
ET1	TIME SHEET EXCEPTION REPORT	I	X		N/A	N/A	N/A	N/A	N/A	N/A		A1	RMM1		
ET2	TIME SHEET TURNAROUND DOCUMENTS	G	X		0-1	1-4	N/A	N/A	N/A	N/A		A1	RET2		
E01	ORGANIZATION EXECUTIVE REPORT	B	R	FFY	0-1	N/A	1-2	N/A	N/A	GL6		A1	REE1		
E02	PROGRAM EXECUTIVE REPORT	B	R	FFY	N/A	0-1	1-2	N/A	N/A	GL6		A1	REE1		
F01	SUMMARY OF PROJECT REVENUES & EXPENDITURES	A	L		0-1	1-3#	0-4#	0-2	NNNN	GL6	Y	&&	RFF1		
F05	SUMMARY OF LETTER OF CREDIT BALANCES	A	L		N/A	N/A	N/A	N/A	N/A	N/A		&&	RFF1		
G01	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS	A	L	Y;M	0-1	N/A	N/A	1-3	NNNN	NNNN		&&	RGG1		
G02	YEAR-END GENERAL LEDGER REPORT	A	L		0-1	N/A	N/A	1-3	NNNN	N/A		&&	RGG1		
G03	TRIAL BALANCE BY TRANSACTION CODE	A	L	Y;M	0-1	N/A	N/A	1-3	NNNN	NNNN		&&	RGG1		
G04	YEAR END SPECIAL FUND EQUITY REPORT	L	L		0-1	N/A	N/A	1-3	NNNN	N/A		&&	RGG1		
G05	GENERAL FIXED ASSET REPORTS	A	L		0-1	N/A	N/A	1-2	N/A	N/A		&&	RGG1		
HB4	APPROPRIATION TRANSACTION SUMMARY	A	L		0-1	N/A	N/A	1-2	NNNN	N/A		&&	RHH1		
HB5	ANALYSIS OF GENERAL CASH RECEIPTS & DISBURSEMENTS	A	L		0-1	0-2	0-1	1-2	NNNN	N/A		&&	RHH2		
HD1	ORF ADVANCE TRANSACTION ANALYSIS	A	L		N/A	N/A	N/A	1-2	N/A	GL9		&&	RHH3		
HG1	GENERAL LEDGER ANALYSIS REPORT	A	L		0-1	0-1	N/A	1-3	NNNN	NNNN		M1	RHH4		
HP1	PROJECT TRANSACTION ANALYSIS REPORT	A	L		N/A#	N/A#	N/A#	0-1	NNNN	GL6	Y	M1	RHH4		
H00	TRANSACTION REGISTERS (REGISTER NUMBERS: 1-9;A;B;P)	A	L	F	TR#	TR#	TR#	TR	N/A	N/A	Y	M1	RHH4		

EXHIBIT II-A-7 (Continued)

CALSTARS REPORT REQUEST TABLE REFERENCE CARD				05/18/06		-PERIOD-		--LEVEL OF DETAIL--								
ID	REPORT TITLES	-FM-	P	INDX	PGM	OBJ	FUND	-OPTIONAL	SELECTION-	DEST	ROPES					
		A	E	I	P	O/S	F	FUND	GLA	FFY	PRJ/WP	CODE	GROUP			
		=	=	===	===	===	===	=====	=====	=====	=====	=====	=====			
H01	INDEX TRANSACTION ANALYSIS REPORT	A	L		N/A#	N/A#	N/A#	N/A	N/A	GL6	Y	M1	RHH4			
H02	SCO/CALSTARS MONTHLY DETAIL RECONCILIATION REPORT	L	L	B;U	N/A	N/A	N/A	N/A	NNNN	ENY		&&	RHH1			
H03	GENERAL CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L		N/A	N/A	N/A	1-2	NNNN	N/A		&&	RHH2			
H04	CLAIMS IN PROCESS AND FILED ACTIVITY REPORT	A	L		N/A	N/A	N/A	N/A	NNNN	N/A		&&	RHH1			
H05	REMITTANCE ADVICE WORKSHEET	A	L		N/A	N/A	N/A	1-2	NNNN	N/A		&&	RHH2			
H06	CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L		0-2	N/A	N/A	0-2	NNNN	N/A		&&	RHH2			
H07	LETTER OF CREDIT DRAWDOWN REMITTANCE ADVICE WORKSHEET	A	L		N/A	N/A	N/A	N/A	N/A	N/A		&&	RHH2			
H08	REVENUE TRANSACTION REGISTER	A	L		N/A#	N/A#	N/A	1-2	NNNN	N/A	Y	&&	RHH2			
H09	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q12 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y	M1	RHH3			
H1A	PCA TRANSACTION ANALYSIS REPORT	A	L		N/A#	N/A#	N/A#	N/A	N/A	GL10	Y	Y	M1	RHH3		
H10	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y	M1	RHH3			
H11	GENERAL FIXED ASSET TRANSACTION ANALYSIS REPORT	A	L		0-1#	0-1#	N/A#	N/A	N/A	N/A	Y	&&	RHH3			
H12	MINORITY/SMALL BUSINESS TRANSACTION ANALYSIS	A	L		0-1	N/A	N/A	0-1	N/A	N/A		&&	RHH3			
H13	HISTORY EXPEND RECORDS INCL PROJECT SUPPORTING Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y	M1	RHH3			
I01	LISTING OF INDEX CODES BY SUB-SECTION	M	H		N/A	N/A	N/A	N/A	N/A	N/A		&&	RMM1			
K01	OUTSTANDING CHECK REPORT	J	S		N/A	N/A	N/A	1-2	N/A	N/A		&&	RMM1			
L01	LABOR DISTRIBUTION BY PCA, INDEX, UNIT & NAME	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	N/A	Y	Y	&&	RLL1		
L02	LABOR DISTRIBUTION BY INDEX, PCA, UNIT & NAME	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	N/A	Y	Y	&&	RLL1		
N10	SCHEDULE 10 SUMMARY WORKSHEET REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A		&&	RNN1			
N11	SCHEDULE 10 DETAIL WORKSHEET REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A		&&	RNN1			
N20	REVENUES & TRANSFERS SCHEDULE 10R WORKSHEET	A	L		0-1	N/A	N/A	N/A	N/A	N/A		&&	RNN1			
P01	YEAR-TO-DATE REPORTABLE PAYMENT REPORT	H	H		N/A	N/A	N/A	0-1	N/A	N/A		&&	RPP1			
P02	REPORTABLE PAYMENT 1099-MISC/INT EXCEPTION REPORT	H	H		N/A	N/A	N/A	N/A	N/A	N/A		&&	RPP1			
QC1	COST ALLOCATION EXCEPTION REPORT	B	X		N/A	N/A	N/A	N/A	N/A	N/A		&&	RQQ4			
Q04	SUMMARY EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	0-2	0-5#	0-4#	0-2	NNNN	GL6	Y	&&	RQQ4			
Q10	EXPENDITURES BY ORGANIZATION & OBJECT	B	R	FFY	0-6#	N/A	0-4#	0-2	NNNN	GL6	Y	&&	RQQ2			
Q11	CUMULATIVE EXPENDITURES BY CHAR, ORG, PGM & OBJ	B	R		0-6#	0-5#	0-4#	0-5	NNNN	GL7		&&	RQQ2			
Q12	EXPENDITURES BY ORGANIZATION & PROGRAM & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y	&&	RQQ2			
Q13	CUMULATIVE EXPENDITURES BY CHAR, PGM, ORG & OBJ	B	R		0-6#	0-5#	0-4#	0-5	NNNN	GL7		&&	RQQ3			
Q14	EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	N/A	0-5#	0-4#	0-2	NNNN	GL6	Y	&&	RQQ3			
Q16	EXPENDITURES BY PROGRAM & ORGANIZATION & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y	&&	RQQ3			
Q18	DETAIL OF PROJECT WORKPHASE/EXPEND/RECPTS/UNITS BY PROGRAM	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3		
Q19	DETAIL OF PROJECT WORKPHASE/EXPEND/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3		
Q21	PCA REPORT	B	R	FFY	N/A	0-1#	N/A	0-1	NNNN	N/A	Y	&&	RQQ1			
Q22	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROGRAM	E	E		N/A	N/A	N/A	1-2	N/A	ENY	Y	&&	RQQ1			
Q23	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY CATEGORY	E	E		N/A	N/A	N/A	1-2	N/A	N/A		&&	RQQ1			
Q24	RECEIPTS BY ORGANIZATION & PROGRAM & SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3	Y	&&	RQQ1			
Q25	SUMMARY OF RECEIPTS BY APPROPRIATION	B	R	FFY	N/A	N/A	1-2	1-2	NNNN	GL3		&&	RQQ1			
Q26	YEAR END STATEMENT OF REVENUE	B	R	FFY	N/A	N/A	N/A	1-2	NNNN	N/A		&&	RQQ1			
Q27	RECEIPTS BY PROGRAM, ORGANIZATION, AND SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3	Y	&&	RQQ1			
Q28	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY PROGRAM	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3		
Q29	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3		
Q32	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROJECT	E	E		N/A	N/A	1-4	1-2	N/A	N/A		&&	RQQ1			
Q33	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY FEDERAL CATALG NO	E	E		N/A	N/A	1-4	N/A	N/A	N/A		&&	RQQ1			
Q34	REPORT OF EXPENDITURES OF FEDERAL FUNDS	K	K		N/A	0-1	N/A	N/A	N/A	N/A		&&	RQQ3			

EXHIBIT II-A-7 (Continued)

CALSTARS REPORT REQUEST TABLE REFERENCE CARD 05/18/06

ID	REPORT TITLES	-PERIOD-	-FM-	P	INDX	PGM	OBJ	FUND	-OPTIONAL SELECTION-	DEST	ROPES			
		A	E		I	P	O/S	F	FUND	GLA	FFY	PRJ/WP	CODE	GROUP
		=	=	===	===	===	===	===	=====	=====	=====	=====	=====	=====
Q35	PROGRAM EXPENDITURES AND REIMBURSEMENTS	B	R	FFY	0-6#	0-9#	0-4#	0-9	NNNN	GL12			&&	RQQ5
Q36	ORGANIZATION EXPENDITURES AND REIMBURSEMENTS	B	R	FFY	0-6#	0-9#	0-4#	0-9	NNNN	GL12			&&	RQQ5
Q37	SUMMARY OF PROGRAM EXPENDITURES AND REIMBURSEMENTS	B	R	FFY	0-6#	0-9#	0-4#	0-7	NNNN	GL12			&&	RQQ5
Q38	SUMMARY OF ORGANIZATION EXPENDITURES AND REIMBURSEMENTS	B	R	FFY	0-6#	0-9#	0-4#	0-7	NNNN	GL12			&&	RQQ5
Q42	PERSONNEL HOUR STATISTICS ACCOUNTABILITY REPORT	B	R		0-1#	0-3#	N/A	N/A	N/A	N/A	Y		&&	RQQ4
Q43	SCO PAID HOUR STATISTICS REPORT	B	R		0-1#	0-3#	N/A	N/A	N/A	N/A	Y		&&	RQQ4
Q50	EXPENDITURE TREND ANALYSIS BY ORGANIZATION, PROGRAM, OBJECT	A	L	FFY	0-6#	0-5#	0-4#	0-2	NNNN	N/A	Y		&&	RQQ4
Q51	EXPENDITURE TREND ANALYSIS BY PROGRAM, ORGANIZATION, OBJECT	A	L	FFY	0-6#	0-5#	0-4#	0-2	NNNN	N/A	Y		&&	RQQ4
R01	LISTING OF PCA NUMBERS BY ELEMENT	M	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RMM1
S01	REPORT OF SUBSIDIARIES ON FILE	A	L	Y;M	0-1	N/A	N/A	1-3	NNNN	NNNN			&&	RGG1
U01	VENDOR PAYMENT DETAIL REPORT	A	L	S	VT	VT	VT	VT	NNNN	N/A			M1	RUU1
X01	ALPHABETIC LIST OF VENDOR EDIT TABLE	H	H	N	0-1	N/A	N/A	1-2	N/A	N/A			&&	RXX1
X02	VENDOR EDIT TABLE BY VENDOR NUMBER	H	H	N	0-1	N/A	N/A	1-2	N/A	N/A			&&	RXX1
X03	LISTING OF FEIN-SSN WITH MULTIPLE VENDOR NUMBERS	H	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RXX1
Y01	LISTING OF ACCRUALS TO BE REVERSED IN THE NEW YEAR	K	K		N/A	N/A	N/A	N/A	N/A	N/A			&&	RYY1

EXHIBIT II-A-7 (Continued)

---- REPORT PERIOD NOTES/OPTIONS --

FM OPTIONS (MUST BE SPECIFIED)

A - FOR ALL OUTPUT DEST EXCEPT E1
E - FOR E1 OUTPUT DEST

A = CM; PM; PY
B = CM; PM; PY; 01-13
E = CM; PY
F = CM; PM
G = CM; NM
H = CM
I = PM
J = CM; PM; 01-12
K = PY
L = PM; PY
M = CM; 00-99 (SELECT ONE FFY)
R = PM; PY; 01-13
S = PM; 01-13
X = E1 OUTPUT DEST NOT AVAILABLE

NOTE: PY OPTION AVAILABLE ONLY
FROM JULY 1 UNTIL AGENCY
RUNS YEAR-END CLOSE.

P OPTIONS:

FOR E1 OUTPUT DEST, PERIOD MUST BE
BLANK EXCEPT FOR: "I;E", "Y;M",
H00 MUST BE "F", AND Q35-Q38 MUST
BE EITHER "I" OR BLANK.

B;U - OPTION: (DB2 & H02)
B = BALANCED RECORDS ONLY
U = UNBALANCED RECORDS ONLY
BLANK = ALL RECORDS

F - OPTION: (H00)
F = FIXED 2 LINE FORMAT PER
TRANSACTION FOR MONARCH
BLANK = VARIABLE LINES PER TRANS

FFY - FFY OPTION:
C = CURRENT FISCAL YEAR ONLY
P = ALL PRIOR FISCAL YEARS ONLY
BLANK = ALL FISCAL YEARS
I = INCEPTION-TO-DATE ON Q35-Q38

G;A - OPTION: (L01 & L02)
A = ADJUSTMENTS ONLY
G = GENERATORS ONLY
BLANK = ALL RECORDS

I;E - REQUIRED FIELD
I = INCLUDE FFY
E = EXCLUDE FFY

--- LEVEL OF DETAIL (IPOF) NOTES/OPTIONS ---

TO THE RIGHT OF I, P, OR O/S COLUMN MEANS
ADDITIONAL SELECT OPTIONS AVAILABLE

DB2 = I=0 ENTIRE REPORT
I=1 DETAIL ACCOUNTS
I=2 CONTROL ACCOUNTS ONLY
I=3 DISBURSING ACCOUNTS ONLY
I=4 REVENUE ACCOUNTS ONLY
I=5 TRANSFER ACCOUNTS ONLY
I=6 REIMBURSEMENT ACCOUNTS ONLY

D01| = P=0 ALL DOCUMENTS
D03| P=1 SORT/PAGE BREAK BY PROJECT NO
D04| P=2 SORT/PAGE BREAK BY PROJECT NO/WP

D02 = P=0 BY VEND NUMBER
P=1 BY DOC NUMBER

D07 = F=0 NO SUB-TOTAL
F=1 SUB-TOTAL BY PCA
U

D08 = I=0 BY DOCUMENT NUMBER
I=1 BY VENDOR NUMBER BY DOC NUMBER
P=0 NO SORT OR PAGE BREAK BY GLAN
P=1 PRIMARY SORT/PAGE BREAK BY GLAN

D09| = P=0 DON'T SHOW SUBSIDIARY CODE
D10| P=1 SHOW SUBSIDIARY CODE

D11 = P=0 NO PROJECT
P=1 PROJECT ONLY
P=2 PROJECT & WORKPHASE

ET2 = I=0 DISPLAY FULL EMPLOYEE NBR
I=1 DISPLAY LAST 4 DIGITS ONLY
P=1 HEADING ONLY
P=2 HEADINGS & BODY, EXCEPT LOC/MP
P=3 HEADINGS & BODY, WITH LOCATION
P=4 HEADINGS & BODY, WITH MP CODE

HB5 = P=0 BY CURR DOC
P=1 BY TRANS ID
P=2 BY LC AND DEPOSIT NUMBER
O=0 SUM CURRENT MONTH DEPOSITS
O=1 DETAIL CURRENT MONTH DEPOSITS

HG1 = P=0 BY TRANS ID
P=1 BY DOC NUMBER

H00 = IPOF MUST BE '0000' FOR E1 OUTPUT

H06 = I=0 NO TOTALS BY CHECK NO/CUR DOC NO
I=1 TOTAL BY CHECK NO/CURRENT DOC NO
I=2 TOTAL BY LC/DEPOSIT NO & CHECK NO

-FUND, GLA, FFY & PRJ/WP SELECTION OPTIONS -

BLANK FUND OR GLA SELECTS ALL VALID NUMBERS
(OPTIONAL SELECTIONS NOT AVAILABLE FOR E1
EXCEPT WHERE NOTED BELOW.)

NNNN= ENTERING A FUND NUMBER WILL PRODUCE A
REPORT ONLY FOR THAT FUND. (U01- ENTER
N998 TO EXCLUDE FUND 0998 - ORF)

NNNN= ENTERING A GLA WILL PRODUCE A REPORT
ONLY FOR THAT GLA OR GROUP OF GLA'S

ENY = YYYY IN GLA SELECTS ONE ENACTMENT YEAR
BLANK = ALL ENACTMENT YEARS

Y = IN FFY OR PRJ/WP COLUMN INDICATES
OPTIONAL SPECIAL SELECTION AVAILABLE

GL1 = 3010; 3040; 3110; 3210; 3220; 3290;
3730; 6150; 6170.

GL2 = 1311; 1312; 1313; 1314; 1315; 1319;
1330; 1340; 1380; 1400; 1500.

GL3 = DEFAULT (EST RECEIPTS = 6230 + 6231);
6212 (PLANNED RECEIPTS = 6211 + 6212).
(6212 OPTION CAN BE USED FOR E1)

GL4 = DEFAULT (6150 + 6170); 6150; OR 6170.

GL6 = DEFAULT (ENCUMBRANCES + ALLOC ENCUMB);
6150 (ENCUMBRANCES ONLY).

GL7 = DEFAULT (ENCUMBRANCES + ALLOC ENCUMB);
6150 (ENC ONLY); XXXX=ANY ENACT YEAR.

GL8 = DEFAULT (1190, 1400, 1710, 1712, 1714)

GL9 = 1190; 1710; 1712; 1714.

GL10= DEFAULT (9000, 9812, 9822, 9844, 6150,
6160, 6170);
6150 (ALL EXCEPT 6160).

GL11= DEFAULT-ALL 3 REPORTS AND ALL GLAN'S
(EXCEPT PLANNED RECEIPTS);
6150 ALL 3 RPTS, (EXCLUDES ALLOC ENC);
6902 UNITS REPORT ONLY;
8000 RECEIPT RPT ONLY-(EST & ACTUAL);
8621 RECEIPT RPT ONLY-(PLAN & ACTUAL);
(8621 OPTION CAN BE USED FOR E1)
9000 EXPENDITURE REPORT ONLY.

EXHIBIT II-A-7 (Continued)

N - OPTION: (X01 & X02)
 SELECT VENDOR TYPE:
 C, E, I, P, OR 0-5 = SELECT
 ONE SPECIFIC VENDOR TYPE
 A = ALL C,E,I,P & 0 TYPES
 X = ALL EXCEPT TYPE 1 (EMP)
 BLANK = ALL VENDOR TYPES

S - OPTION: (U01)
 M = ONE MONTH OF PAYMENTS
 S = SIX MONTHS OF PAYMENTS
 Y = ONE YEAR OF PAYMENTS
 BLANK = ALL PAYMENTS
 SEE CPM VOL 6 CH III FOR
 SPECIFIC SELECTION OPTIONS

T;N - OPTION: (DB3)
 N = RECS NOT READY TO TRANSMIT
 T = RECORDS READY TO TRANSMIT
 BLANK = ALL RECORDS

V - OPTION: (D07)
 I = VENDOR TYPE I ONLY
 BLANK = ALL VENDOR TYPES

Y;M - REQUIRED FIELD
 Y = YEAR TO DATE
 M = MONTH TO DATE

----- DESTINATION CODES -----

A1 = AGENCY PRINT ONLY
 M1 = MICROFICHE (M1-9); AGENCY PRT
 (A1); REPORT FILE (D1); F1; N1
 OR ELECTRONIC STORAGE (E1).
 X1 = ALL PRINT OPTION EXCEPT
 NO ELECTRONIC STORAGE (E1)
 Y1 = ALL PRINT OPTIONS EXCEPT
 NO MICROFICHE (M1-9)
 && = ALL PRINT OPTIONS AVAILABLE

A(1) = AGENCY PRINTER
 D(1) = OVERNIGHT REPORT FILE
 E(1) = ELECTRONIC STORAGE
 F(1) = SAME DAY REPORT FILE
 H(1) = HEADQUARTERS PRINT
 L(1-9) = LASER PRINTER (12 X 8.5)
 M(1-9) = MICROFICHE
 N(1) = SAME DAY REPT FILE

H09-H10 = SEE Q11-Q13 NOTES

H11 = I=0 BY INDEX;
 I=1 NOT BY INDEX
 P=0 EQUIP ONLY;
 P=1 EQUIP + CAP OUTLAY

H12 = I=0 BY AGENCY ETHNIC CODE
 I=1 ETHNIC CODE CONVERSION (SORT)
 F=0 ALL FUNDS COMBINED (1 REPORT)
 F=1 FED/ALL OTHERS (2 REPORTS)
 K01 = F=1 NO SUBTOTAL BY CHECK NUMBER
 F=2 SUBTOTAL BY CHECK NUMBER

L01 = I=0 NO EMPLOYEE NUMBER
 L02 = I=1 INCL EMPLOYEE NUMBER
 P=1 INCL TIME SHEET & SCO HOURS
 P=2 INCL BATCH INFORMATION

N20 = I=0 HEADQUARTERS + INSTITUTIONS
 I=1 REQUESTING ORG ONLY

P01 = F=0 SORT BY FEIN BY VEND NO/SUFF
 F=1 SORT BY VEND NO/SUFF BY FEIN

Q04 = I=0 SUMMARY - NO ORG CODE
 I=1 DETAIL - BY ORG CODE
 I=2 DETAIL - BY ORG CODE BY SECTION

Q11-13 = F=0 NONE
 Q16-19 = F=1 FUND
 Q24 = F=2 FUND DETAIL
 Q27-29 = F=4 FUND AFTER PROG/INDEX
 H09-10 = F=5 FUND DETAIL AFTER PROG/INDEX

Q11-13 = O=0-4 & F-T SEE VOL VI FOR SPECIFIC
 OBJ, SOURCE & CHAR SELECT OPTIONS

Q21 = P=0 BY PCA LEVEL 1
 P=1 BY PCA

Q35-38 = P=0-5 = STANDARD OPTIONS
 P=6 PCA LEVEL 1
 P=8 PCA LVL 1-NO PGM DETAIL OR PCA
 P=9 PCA LVL 1 & PCA-NO PGM DETAIL
 O=0-4 & A-T SEE VOL VI FOR SPECIFIC
 OBJ, SOURCE & CHAR SELECT OPTIONS

Q35-36 = F=0-2 = STANDARD OPTIONS
 F=4 FUND AFTER PROG/INDEX
 F=5 FUND DETAIL AFTER PROG/INDEX
 F=6 FUND & REFERENCE
 F=7 FUND DETAIL & REFERENCE
 F=8 FUND & REF AFTER PROG/INDEX
 F=9 FUND DTL/REF AFTER PROG/INDEX

GL12= DEFAULT- ENCUMB COLUMN = ENC + OBLIG +
 ALLOC ENC; BUDGET = 6210 + 6230;
 6150 ENCUMB COL = ENC + OBLIG
 BUDGET COL = 6210 + 6230;
 6211 ENCUMB COLUMN = ENC + OBLIG +
 ALLOC ENC. BUDGET = 6210 + 6211;
 (6211 OPTION CAN BE USED FOR E1)
 6221 ENCUMB COL = ENC + OBLIG
 BUDGET COL = 6210 + 6211;
 0XXX = SELECT SPECIFIC FFY. (USE LAST
 3 DIGITS OF FFY IN PLACE OF XXX)
 ENCUMB COLUMN = ENC + OBLIG +
 ALLOC ENC. BUDGET = 6210 + 6211;
 1XXX = SELECT SPECIFIC FFY. (USE LAST
 3 DIGITS OF FFY IN PLACE OF XXX)
 ENCUMB COLUMN = ENC + OBLIG +
 ALLOC ENC. BUDGET = 6210 + 6230.

---LEVEL OF DETAIL (IPOF) (CONTINUED)---

Q37-38 = F=0-2 STANDARD OPTIONS
 F=6 FUND & REFERENCE
 F=7 FUND DETAIL & REFERENCE

Q42-43 = I=0 NO INDEX; I=1 WITH INDEX
 P=0 NO PCA OR PCA ACTIVITY
 P=1 PCA (NO PCA ACTIVITY)
 P=2 WITH PCA AND PCA ACTIVITY
 P=3 BY PCA ACTIVITY, NO PCA

X01 = I=0 DISPLAY FEIN/SSN
 I=1 FILL FEIN/SSN FIELD WITH X'S
 F=1 BY VENDOR TYPE & SORT SEQUENCE
 F=2 BY SORT SEQUENCE

X02 = I=0 DISPLAY FEIN/SSN
 I=1 FILL FEIN/SSN FIELD WITH X'S
 F=1 BY VENDOR TYPE & VENDOR NUMBER
 F=2 BY VENDOR NUMBER

U01 = IPOF-ENTER VENDOR TYPE(S) TO SELECT

(CONTINUED IN NEXT COLUMN ==>)

EXHIBIT II-A-7 (Continued)

CROSS REFERENCE - SYSTEM GENERATED

REPORT NAME RANGE	ROPE QUEUE
CFB009-1 -> CFB021-1	IEUP
CFB080-1	RWW1
CFB080-2	DREC
CFB090-1	EXIN
CFB100-2	IEUP
CFB200-*	ERRC
CFB533-1 -> CFB535-1	LABE
CFB536**	LABG
CFB537-1	LABE
CFB540** -> CFB544**	LABG
CFB550** -> CFB559**	LAB1
CFB560-*	FUND
CFB565A*	CSTA
CFB565B*	CSTB
CFB565C*	CSTC
CFB565D*	CSTD
CFB580A*	CSTA
CFB580B*	CSTB
CFB580C*	CSTC
CFB580D*	CSTD
CFB590-*	FUND
CFB595A*	CSTA
CFB595B*	CSTB
CFB595C*	CSTC
CFB595D*	CSTD
CFB595E*	FUND

ASTERISKS (*) DENOTE ANY VALUE

REPORTS TO ROPES QUEUES

REPORT NAME RANGE	ROPE QUEUE
CFB700-1 -> CFB710-1	IEUP
CFB710-3 -> CFB710-6	DREC
CFB710-7 -> CFB780-1	IEUP
CFB800-1 -> CFB800-3	ERRC
CFB800-4	DREC
CFB810-1 -> CFB881-1	IEUP
CFB9***	TBLE
CFBH00-1	RHH4
CFBH07-1	RHH2
CFY***	YEC1
CSBA****	ATER
CSBBP*-*	TBLE
CSBB3*-1	BUD1
CSBW01-1 -> CSBW08-1	RWW1
CSB050-1 -> CSB084-2	IEUP
CSB090-*	EXIN
CSB500-1 -> CSB525-2	LABT
CSB558A1	LABG
CSB770-1 -> CSB790-3	IEUP
CSB9****	TBLE
CSB915-1	IEUP
CSD600-1	ROH1
CSI914-*	BPRT
CSI915-1	BPRT
CSTARW02 -> CSTARW04	RWW1
CSTARW05	RW05
CSTARW06	RW06
CSTARW07 -> CSTARW1A	RWW1
CSU****	UTIL
CSY010-1 -> CSY203-3	YEC1

EXTERNAL REPORTS AND ROPES QUEUES

SOURCE/REPORT NAME	ROPE QUEUE
GENERAL SERVICES:	
DGSINV	DGSP
DGSNEFT	DGSP
STATE CONTROLLER'S OFFICE:	
FCCANCEL	SCMO
FC0571-C -> FC0576-B	SCMO
FC14510D	SCJE
FC32001P -> FC32035P	SCMO